

Honorary Appointment Form

UTS:HUMAN RESOURCES

This form is for a proposed Honorary Appointment only and is not applicable to appointments for:

- [Adjunct Professor](#)
- [Key Technology Partners \(KTP\) Visiting Fellow Program](#)
- [Distinguished Visiting Scholars Scheme \(DVS\)](#)

Prospective KTP Visiting Fellow or DVS appointments should undertake the application process as set out on the UTS website (links above). The KTP and DVS teams will request honorary appointments for successful applicants.

Section A: APPOINTEE DETAILS	
Is this appointee an existing staff member/extension to a current honorary appointment? If YES please provide staff ID:	
Title: Other:	Surname: First (<i>Legal</i>) name: Preferred First Name:
Gender:	Date of Birth (<i>DD/MM/YY</i>): Country of citizenship:
Postal address:	
Email address:	
Currently employed:	
Current/Primary Employment details:	
Position title:	
Department/office:	
Employer:	
Employer's address:	

Additional Employer (<i>If applicable</i>)	
Current/Primary Employment details:	
Position title:	
Department/office:	
Employer:	
Employer's address:	
Employee Email address:	
OrcID:	Scopus ID: WoS – Researcher ID:
Please provide a unique author Identifier or LinkedIn profile:	
<p>Will the appointee be accompanied by any family members:</p> <p>If YES, please advise full name and date of birth of each family member below</p>	
Surname: First (<i>Legal</i>) name: Date of Birth (<i>DD/MM/YY</i>):	
Surname: First (<i>Legal</i>) name: Date of Birth (<i>DD/MM/YY</i>):	
Surname: First (<i>Legal</i>) name: Date of Birth (<i>DD/MM/YY</i>):	
Submission Checklist: Appointee's CV attached Copy of Appointee's passport attached Copy of Appointee's current visa attached (<i>non-Australian's only, if already obtained</i>)	

Section B: APPOINTMENT DETAILS		
Appointment Type at UTS:		
Title:		*Other:
*Please note all <u>other</u> appointment titles must be approved by DVC (Research) or Provost depending on seniority.		
Faculty/Institute/Unit:		
UTS Nominator/s & administrative contact/s (can be multiple) Name/s:		
Primary UTS Supervisor	Title:	
	Full Name:	
	Phone extension:	
Secondary UTS Supervisor (if applicable)	Title:	
	Full Name:	
	Phone extension:	
Total Appointment Period	Start date (DD/MM/YY)	End date (DD/MM/YY)
Will Appointee need system access outside these dates? (if different from the dates listed above)	If YES , please indicate dates system access is required: Start date (DD/MM/YY) End date (DD/MM/YY)	
Will Appointee be working from a UTS Campus? (if different from the total appointment period)	If YES , please indicate dates on UTS Campus: Start date (DD/MM/YY) End date (DD/MM/YY) If NO , advise location:	
Will there be subsequent visits to a UTS Campus?	If YES , please indicate secondary dates on UTS Campus: Start date (DD/MM/YY) End date (DD/MM/YY)	
Duties:		
Please provide a description of the work being done		

Section C: APPOINTEE *EXPENSES TO BE REIMBURSED BY UTS (WHEN APPLICABLE)

***Please note:** All payments will be taxed appropriately by FSU.

Living expenses can only be reimbursed when the appointee is in Australia for their engagement with UTS.

Please refer to the [FSU Visiting Academics](#) web page for more information on what is considered reasonable travel and living expenses.

Airfares		AUD \$
Accommodation	Maximum of \$246.00 per day (while working on a UTS Campus)	AUD \$
Living Expenses (includes food, beverages & incidental expenses)	Maximum of \$153.85 per day (while working on a UTS Campus)	AUD \$
Account details		
Org Unit:	Location:	Activity:

Section D: VISA INFORMATION

If your appointee is not an Australian Citizen and will be on a UTS Campus for a period of **less than 3 months** they will need to obtain the appropriate visa before entering Australia. They may wish to consider applying for one of the following short stay visas:

- [eVisitor Visa](#) (Subclass 651)
- [ETA Visa](#) (Subclass 601)
- [Visitor Visa business stream](#) (Subclass 600)

As the above visas are for visitors, they generally allow activities such as attending a conference, job interview or negotiation, or an exploratory business visit. They do not permit activities such as research and lecturing, including guest lectures.

Alternatively if your appointee is not an Australian/New Zealand Citizen and will be on a UTS Campus for a period **equal to or greater than 3 months OR they will engage in research and/or teaching for any period of time** they may wish to consider applying for one of the following Temporary Activity Visas:

- [Temporary Activity visa \(subclass 408\)](#)
- [Training visa \(subclass 407\)](#)

Please email hrclientservices@uts.edu.au for guidance on the visa process.

For further information about visas, please visit the [Department of immigration and Border Protection's website](#).

Please note a Visitor Visa - Tourist Stream is not an appropriate visa for an honorary appointment.

If your proposed honorary appointee is an **Academic** or a **post graduate student** and will be on a UTS Campus for a period **greater or equal to 3 months**, we will ask them to consider applying for a [Temporary Activity visa \(subclass 408\)](#) . Please provide detailed information of the Australian research project they will be contributing to as follows:

If they are a **student** please advise reason for research:

A requirement towards current overseas qualification

Related to recently completed overseas studies

Title: *(Insert name of Research Project)*

Nature of the project: *(Insert summary of the research project)*

Funding sources: *(Insert details, e.g. is this externally funded, is it an Australian Research Council funded project?)*

Duty statement/ responsibilities in observing or participating in the research: *(Insert a brief summary or dot points of the duties)*

Other participants or contributors to the research project: *(Insert names of other members of the project)*

How the Academic will benefit the project: *(for academic visitors only insert brief statement on how the academic's skills/knowledge will benefit the project)*

Section E: AUTHORISATION		
Supervisor's Recommendation:	Recommended	Declined
If declined , please provide reason for decline:		
Signature:		
Dean/Director Approval:	Approved	Declined
If declined , please provide reason for decline:		
Signature:		

Next Steps
<ol style="list-style-type: none"> 1. Scan and save the document following this naming convention: "Staff ID – Surname, First name – name of document" e.g. 123456 – Bloggs, Joe – Honorary Appointment Form 2. Email the document to hrclientservices@uts.edu.au